

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR05212364**

DATE POSTED: 08/16/16

POSITION NO: 938294

CLOSING DATE: **OUF**

POSITION TITLE: **Associate Civil Engineer**

DEPARTMENT NAME / WORKSITE: **DNR/Department of Water Resources/Fort Defiance, AZ**

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: AC63A

WORK HOURS: 8:00 am-5:00 pm PART TIME: ☐ NO. OF HRS./WK.:            \$ 42,619.20 PER ANNUM

SEASONAL: ☐ DURATION :            \$ 20.49 PER HOUR

TEMPORARY: ☐           

**DUTIES AND RESPONSIBILITIES:**

Assist with study, collecting, surveying, investigation, assembling, examining, analysis and evaluation of engineering/technical data for design and construction of water distribution systems, storage tanks, dam embankment and related structures, irrigation canal systems and domestic water facilities. Assist with planning, organizing and reviewing work of engineering technicians involved in surveying and drafting related to water development and improvement projects. Assist with project scope of works, design specifications, cost estimate, project schedules and material listing of water development projects. Assist in construction oversight and final inspections. Assist in preparing final as-built, drawings and maintain all such technical data and records. Assist with compliance of all established and applicable construction and safety policies, procedures, laws, rules and regulations. Prepare progress and final construction reports including all technical information. Participate in meeting with Local, State and Federal agencies. Attend trainings, conferences, workshops to gain knowledge and field experience.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Civil Engineering, Mining, Environmental or related field of academic discipline.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of theory and basic principles of civil engineering, basic mathematical formula research methods, computer hardware, software, techniques and practices, knowledge of the Navajo Nation, Federal, and State laws, codes and regulations. Ability to communicate effectively both orally and writing. Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Vehicle Operators Permit within 90 days of employment.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**